

MASTER CONTRACT

**WESTERN DUBUQUE
SCHOOL DISTRICT**

and

**WESTERN DUBUQUE
EDUCATION ASSOCIATION**

**2006-2007
SCHOOL YEAR**

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ARTICLE 1

PREAMBLE

The Board of Education of the Western Dubuque School District hereinafter referred to as the Board, and the Western Dubuque Education Association, hereinafter referred to as the Association, agree as follows:

ARTICLE 2

RECOGNITION

See Exhibit A attached hereto and by this reference made a part hereof entitled STATE OF IOWA PUBLIC EMPLOYMENT RELATIONS BOARD - CASE NO. 4313 - ORDER OF CERTIFICATION DATED THE 28th DAY OF JANUARY, 1992 SIGNED BY MR. RICHARD R. RAMSEY, CHAIRMAN.

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

WESTERN DUBUQUE COMMUNITY SCHOOL DISTRICT,

Public Employer,

and

CASE NO. 4313

WESTERN DUBUQUE EDUCATION ASSOCIATION,

Petitioner.

AMENDMENT OF BARGAINING UNIT AND CERTIFICATION

Upon a petition for amendment of bargaining unit duly filed under Section 13 of the Public Employment Relations Act [Act], Chapter 20, Iowa Code (1991) and Rule 4.6 of the Public Employment Relations Board [Board or PERB], the parties filed with the Board a Stipulation of Bargaining Unit.

Said Stipulation having been tentatively approved by the Board; a Public Notice of Proposed Decision of Amendment of Bargaining Unit has been posted in conformance with PERB Rules; and as agreed by the parties, a representation election having been conducted;

IT IS HEREBY ORDERED that the bargaining unit previously determined in Case No. 143, and the certification of Western Dubuque Education Association, is amended to read as follows:

INCLUDED: All certified professional classroom teachers except non-contract employees; librarians, guidance counselors, special education instructors, E.S.E.A. instructors, drivers education instructors, media instructors and nurses.

EXCLUDED: All certified professional classroom teachers having supervisor powers and all other persons excluded by Section 4 of the Act.

DATED at Des Moines, Iowa this 28th day of January 1992.

PUBLIC EMPLOYMENT RELATIONS BOARD

Richard R. Ramsey

RICHARD R. RAMSEY, CHAIRMAN

ARTICLE 3

GRIEVANCE PROCEDURE

A. Definition

1. Grievance

A grievance is a claim by an employee, a group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this agreement.

2. Aggrieved Person

"An aggrieved person" is the person or persons or the Association making the complaint.

3. Party in Interest

"Party in Interest" is the person or persons making the complaint and any person, including the Association or the board who might be required to take action or against whom action might be taken in order to resolve the complaint. Anyone who shall be party in interest shall be bound by any and all decisions rendered herein.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems arising from this agreement, which may from time to time affect employees. Both parties agree that these procedures will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Every employee covered by this agreement shall have the right to present grievance in accordance with these procedures up to the taking of the grievance to arbitration at which time the Association shall make the determination if the grievance proceeds to arbitration.
2. The failure of an employee (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the described time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement in writing.
3. It is agreed that any investigation or other handling or processing of any grievance by the grieving employees shall be conducted so as to result in no interference with or interruption of the instructional program and related work activities of the grieving employee or the staff.

Level One - Principal or immediate supervisor (informal)

Within 15 school days after the last alleged violation, the aggrieved person or his representative shall first discuss the grievance with his principal or immediate supervisor.

Level Two - Principal - Formal

If the aggrieved person is not satisfied with the grievance disposition in Level One and would like to proceed to the next level, he/she shall submit a written grievance to his principal within fifteen school days of the informal discussion. The written grievance shall state the nature of the grievance, specific contract clause violated, and the remedy requested. The principal shall make a written response to the employee within fifteen school days after it is formally filed with him.

Level Three - Superintendent

If the aggrieved person is not satisfied with the formal disposition in Level Two and would like to proceed to the next level, he/she shall file the grievance in writing to the superintendent within five school days after the written response in Level Two. The superintendent or his designee shall meet with the aggrieved person within five (5) school days of receipt of the grievance and shall make a written response within ten (10) school days of the receipt of the grievance.

Level Four

- a. If the Association determines that the grievance is meritorious, it shall submit the grievance to arbitration within twenty (20) school days of receipt of the written disposition from the Superintendent.
- b. A written request for a list of arbitrators shall be made to the Public Employment Relations Board (PER Board) by the Association. A copy of such request shall be sent to the Superintendent. The list shall consist of five arbitrators, and the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) school days, and the other party shall have one (1) additional school day to remove one of the remaining names; this process shall be followed until one name is remaining. The person whose name remains shall be the arbitrator. The decision of the arbitrator shall be final and binding on the parties.
- c. Expenses for the Arbitrator's service shall be borne equally by the School District and the Association.

D. Rights of Employees to Representation

1. Employee and Association

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present at all levels as a party of interest.

E. Miscellaneous

1. Group Grievance

If, in the judgment of the Association, a grievance affects a group or class or employee, the Association may submit such grievance in writing to the superintendent directly and the processing of such grievance shall be commenced at Level Three. The Association may process such a grievance through all levels of the grievance procedure.

2. Written Decisions

Decisions rendered at levels two through four of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association.

3. Meetings and Hearings

All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representatives, heretofore referred to in this Article.

ARTICLE 4

DUES DEDUCTIONS

A. Authorization

Any employee who is a member of the Association, or who has applied for membership, shall sign and deliver to the Board an assignment authorizing payroll deduction of professional dues. The form authorizing payroll deduction shall be designed by the Association, and expenses for producing and distributing said form shall be borne by the Association. Nothing in said form shall be contrary to this article; if so, this article shall prevail.

B. Regular Deduction

Pursuant to a deduction authorization, the Board shall deduct in twenty (20) consecutive payments the total dues from the regular salary check of the employee, beginning in September.

C. Pro-Rated Deduction

Employees who begin dues deduction after September shall have the total dues pro-rated on the basis of the remaining months of employment through the contract year.

D. Duration

Such authorization shall continue in effect from year to year unless revoked in writing by a thirty (30) day notice to the Board. A copy of such revocation shall be mailed to the Association.

E. Transmission of Dues

The Employer will transmit to the Association the total deduction of dues within ten (10) days after each regular pay period.

The Association agrees to hold harmless the school district, the Board, each individual Board member, and all administrators against any and all claims, suits, or other forms of liability, and all court costs arising out of the provisions in this article between the parties for dues deduction.

ARTICLE 5

OTHER PAYROLL DEDUCTIONS

Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, health insurance, dental insurance, Dubuque Teacher's Credit Union, I.S.E.A. Credit Union and Dupaco Credit Union. Employees shall be allowed a maximum of three (3) adjustments per year in changing amounts withheld or designation of company to be paid. Changes in the payroll deductions will be made only on the first payroll of any month and such requested changes must be received by the District office ten school days prior to the first payroll period of the month. This shall also apply to any other plans or programs jointly approved by the Association and the Board.

All deductions currently being made (i.e. contract year 1978-1979) shall not be revoked on account of the above limitations; however, there shall be no further designation by any such employee other than health or annuities as are herein agreed.

The District may provide for other payroll deductions for the following types of insurance at 100% employee cost.

1. Cancer Insurance
2. Supplemental Medical Insurance
3. Life Insurance

At least fifteen (15) or more employees must sign up with a single vendor for any of the plans before the District allows the deduction. If the number of employees taking the payroll deduction falls below ten (10) then the District may discontinue the payroll deduction.

ARTICLE 6

COMPLIANCE CLAUSES AND DURATION

A. Compliance between Individual Contracts and Comprehensive Agreement

Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during the duration, shall be controlling. Each individual employee contract when tendered to the employee shall be signed by the president of the Board.

B. Separability

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law. All other provisions or applications shall continue in full force and effect.

C. Printing Agreement

Copies of the Agreement, shall be duplicated by the W.D.E.A. within thirty (30) days after the Agreement is signed. The Board to pay one-half of this cost. The W.D.E.A. shall duplicate 275 copies. Present employees shall receive a copy and the Association shall also receive 25 copies. All new employees shall be provided a copy at Board expense.

D. Notices

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or letter at the following designated addresses or at such other address as may be designated by a party in written notification to the other party.

1. If by Association, to Board at Farley, Iowa 52046.
Address
2. If by Board to Association at Kevin McDermott, 1308 1st Ave. E., Dyersville, IA 52040.
Address

E. Duration

1. This agreement shall be effective as of the first day of the teacher contract year beginning in 2006 and shall continue in effect through the 2006-2007 teacher contract year.

F. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents and their signatures placed thereon.

WESTERN DUBUQUE EDUCATION ASSOCIATION

WESTERN DUBUQUE BOARD OF EDUCATION

BY: Kevin McDermott
Kevin McDermott, W.D.E.A. President Date

BY: Bob McCabe
Bob McCabe, School Board President Date

ARTICLE 7

WAGES AND SALARIES

A. B.A. Base 2006-2007: \$25,584

B. Placement on Salary Schedule

1. Adjustment to Salary Schedule

Each employee shall be placed on their proper step of the salary schedule as of the effective date of this agreement and in accordance with paragraph two (2) below. If an employee has completed one semester of contracted employment or more, a full year of credit will be allowed.

2. Credit for Experience.

Employees new or rehired to the Western Dubuque School System shall receive up to ten (10) years credit on the salary schedule for certified, contracted teaching experience, determined by actual teaching experience. Nurses new or rehired to the Western Dubuque School System may receive up to five (5) years credit on the salary schedule for previous experience in any of the following areas.

1. Pediatrics or
2. Public Health or
3. Mental Health

Five years of experience in any of the above listed areas allows the placement of the individual on step 6 of the Nurse's salary schedule.

Nurses new or rehired to the Western Dubuque School System that have previous experience in school nursing (K-12 public or private, Community College or a College or University) may receive up to ten (10) years credit on the salary schedule.

Credit is given for up to two years of military experience, upon presentation of proper evidence of same, provided that experience was gained while employed at Western Dubuque. Upon completion of such military service, the individual will be reinstated to active employment subject to the following conditions.

- a. That the person is physically and mentally capable of performing the duties of his/her former position.
- b. That the person has retained proper certification for that position.
- c. That the person make written notification of reinstatement at least 30 days prior to the requested date of reemployment, and that such request is no later than 90 days following their date of separation or discharge from active military service.
- d. And, that the person furnish proof of an honorable discharge or separation from military service.

3. For the 1993-94 contract Nurses shall be placed on the Nurse's Salary Schedule B as follows:

Cindy Trumm

Step 6

RN Lane

C. Advancement on Salary Schedule

1. Increments

a. Vertical

1. Employees on the salary schedule shall be granted one increment or vertical step on the salary schedule for each year of service until the maximum for the educational classification is reached. A year of service consists of employment in the Western Dubuque School District for one semester or more in one school year.
2. 95-96 MA restrictions: Teachers on the M.A., M.A.+15 and M.A.+30 lanes will not be granted an annual increment or vertical step on the salary schedule for the 1995-96 contract year only. They will remain on the same step as their 1994-95 placement.

b. Horizontal

1. Horizontal advancement for teachers in salary is given at the following plateaus of education: BA (or BS), BA (or BS) plus 15, BA (or BS) plus 30, MA (or MS), MA (or MS) plus 15, MA (or MS) plus 30. Horizontal advancement for Nurses is given at the following plateaus of education: R.N. (Registered Nurse) and B.S.N. (Bachelor of Science Degree Nursing).

Certified employees applying to qualify for advancement on the salary schedule by acquiring additional undergraduate or graduate credit from an accredited college or university or by a new degree must file a letter of intent on or before February 15 with the Superintendent in order to qualify for an amended contract for the next school year. Educational hours must be completed and a transcript filed on or before September 30 in the school year the adjustment is to be made. Pay adjustment shall be retroactive to the beginning of the contract year.

2. BA+30 Degree Requirements: Teachers must have completed at least 6 hours of approved college work beyond their BA15 hours after 6/01/95 in order to qualify for the BA30 lane. Six (6) hours of post BA15 approved college work must have been completed after 6/01/86, the remaining 3 hours are not subject to any timelines.

2. Longevity

- a. Teachers and nurses shall receive an annual longevity payment of 1% of the base salary beginning with the 15th year of experience. The payment shall increase 1% each subsequent year. To implement the longevity payment, the 1% shall be added to each employee's salary factor as determined by his/her placement on the 1989-1990 salary schedule. After the 1990-1991 contract year employees will advance one step per year.

D. Method of Payment.

1. Pay Periods

Each employee shall be paid every other Friday in equal installments. Employees shall receive their checks at their regular building on payday. When a pay date falls on a school holiday, employees shall receive their paychecks on the last previous working day.

2. Summer Checks

Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employee, one (1) day prior to the normal payday. Any change of address for summer checks shall be filed in writing with the Board Secretary two (2) weeks prior to the effective date of the requested change.

3. Contract Payments

Employees may receive the balance of their unpaid contract amount as of June 30th each year by submitting a request to the Business Office by February 1 of the same year. The request must be made annually.

Payment for the unpaid contract amounts (July and August payrolls) will be prorated over the remaining payrolls in February, March, April, May and June.

All provisions of this article may be voided if more than 10 employees elect the option.

E. Extra Assignment and Extended Contract Rate

The salary schedule is based upon the regular school calendar and the normal employee hours. Employees will be additionally compensated as follows:

1. Extended Contracts

An employee shall receive a per diem rate which shall be based on salary schedule A only, and none other, as follows: An amount equal to or arrived at by the following calculations: 190 days divided into said employee's placement on salary schedule A and B as of the beginning of that particular contract year, particularly excluding supplementary pay. This section shall apply to all employees except those individuals listed in Schedule C entitled: Supplemental Duties.

2. No employee shall be required to work extra curricular events without compensation. Employees may volunteer to work said events without pay.

F. Part-Time Employee

Any employee working 1/2 day shall receive 1/2 of the normal pay and 1/2 of any and all said benefits granted in this contract. An employee on 1/2 time shall be entitled to pay his additional insurances, provided, however, the insurance carrier agrees to allow such half time employee to participate as a member of the insured group.

G. Tuition Reimbursement

The District will reimburse teachers a maximum of \$350.00 per fiscal year for course work at an accredited four-year college or university. Course work must be in the academic area that the employee is currently teaching in and lead to a Master's degree. Course work must be approved in advance by the Superintendent. Reimbursement will be made after submittal of proof of successful completion of course work.

Allocation: The District will annually budget \$17,500 to pay for the reimbursements. Teachers must submit a District application form to the Superintendent by August 1st of each year to be eligible for reimbursement. If total reimbursement amounts are less than or greater than the agreed to annual budget amount the balance will be carried forward to the next year and shown as an increase or decrease to the tuition reimbursement cost item on the contract cost schedule.

DEFINITION OF EDUCATIONAL LANES

Teachers:

B.A. Schedule shall apply to all employees possessing a Baccalaureate Degree from an accredited college or university.

B.A.+15 Schedule shall apply to all employees having fifteen hours of credit after the Bachelor's Degree has been awarded.

B.A.+30 Schedule shall apply to all employees having thirty hours of credit after the Bachelor's Degree has been awarded.

M.A. Schedule shall apply to all employees possessing a Master's Degree from an accredited college or university.

M.A.+15 Schedule shall apply to all employees having earned fifteen hours of credit after the Master's Degree has been awarded.

M.A.+30 Schedule shall apply to all employees having earned thirty hours of credit after the Master's Degree has been awarded.

Nurses:

R.N. Schedule shall apply to all Nurses possessing a Registered Nurse degree from an accredited institution and holding a current Iowa license.

B.S.N. Schedule shall apply to all Nurses possessing a Bachelor of Science Degree in Nursing from an accredited institution and holding a current Iowa license.

2006-2007 TEACHERS SALARY SCHEDULE

B.A. BASE \$25,584.00

<u>Step</u>	<u>B.A.</u>	<u>B.A.+15</u>	<u>B.A.+30</u>	<u>M.A.</u>	<u>M.A.+15</u>	<u>M.A.+30</u>
1	1.00 \$25,584.00	1.05 \$26,863.20	1.10 \$28,142.40	1.15 \$29,421.60	1.20 \$30,700.80	1.25 \$31,980.00
2	1.04 \$26,607.36	1.09 \$27,886.56	1.14 \$29,165.76	1.20 \$30,700.80	1.25 \$31,980.00	1.30 \$33,259.20
3	1.08 \$27,630.72	1.13 \$28,909.92	1.18 \$30,189.12	1.25 \$31,980.00	1.30 \$33,259.20	1.35 \$34,538.40
4	1.12 \$28,654.08	1.17 \$29,933.28	1.22 \$31,212.48	1.30 \$33,259.20	1.35 \$34,538.40	1.40 \$35,817.60
5	1.16 \$29,677.44	1.21 \$30,956.64	1.26 \$32,235.84	1.35 \$34,538.40	1.40 \$35,817.60	1.45 \$37,096.80
6	1.20 \$30,700.80	1.25 \$31,980.00	1.30 \$33,259.20	1.40 \$35,817.60	1.45 \$37,096.80	1.50 \$38,376.00
7	1.24 \$31,724.16	1.29 \$33,003.36	1.34 \$34,282.56	1.45 \$37,096.80	1.50 \$38,376.00	1.55 \$39,655.20
8	1.28 \$32,747.52	1.33 \$34,026.72	1.38 \$35,305.92	1.50 \$38,376.00	1.55 \$39,655.20	1.60 \$40,934.40
9	1.32 \$33,770.88	1.37 \$35,050.08	1.42 \$36,329.28	1.55 \$39,655.20	1.60 \$40,934.40	1.65 \$42,213.60
10	1.36 \$34,794.24	1.41 \$36,073.44	1.46 \$37,352.64	1.60 \$40,934.40	1.65 \$42,213.60	1.70 \$43,492.80
11	1.40 \$35,817.60	1.45 \$37,096.80	1.50 \$38,376.00	1.65 \$42,213.60	1.70 \$43,492.80	1.75 \$44,772.00
12	1.44 \$36,840.96	1.49 \$38,120.16	1.54 \$39,399.36	1.70 \$43,492.80	1.75 \$44,772.00	1.80 \$46,051.20
13	1.48 \$37,864.32	1.53 \$39,143.52	1.58 \$40,422.72	1.75 \$44,772.00	1.80 \$46,051.20	1.85 \$47,330.40
14	1.52 \$38,887.68	1.57 \$40,166.88	1.62 \$41,446.08	1.80 \$46,051.20	1.85 \$47,330.40	1.90 \$48,609.60
15	1.56 \$39,911.04	1.61 \$41,190.24	1.66 \$42,469.44	1.85 \$47,330.40	1.90 \$48,609.60	1.95 \$49,888.80
16	1.57 \$40,166.88	1.62 \$41,446.08	1.67 \$42,725.28	1.86 \$47,586.24	1.91 \$48,865.44	1.96 \$50,144.64
17	1.58 \$40,422.72	1.63 \$41,701.92	1.68 \$42,981.12	1.87 \$47,842.08	1.92 \$49,121.28	1.97 \$50,400.48
18	1.59 \$40,678.56	1.64 \$41,957.76	1.69 \$43,236.96	1.88 \$48,097.92	1.93 \$49,377.12	1.98 \$50,656.32
19	1.60 \$40,934.40	1.65 \$42,213.60	1.70 \$43,492.80	1.89 \$48,353.76	1.94 \$49,632.96	1.99 \$50,912.16
20	1.61 \$41,190.24	1.66 \$42,469.44	1.71 \$43,748.64	1.90 \$48,609.60	1.95 \$49,888.80	2.00 \$51,168.00
21	1.62 \$41,446.08	1.67 \$42,725.28	1.72 \$44,004.48	1.91 \$48,865.44	1.96 \$50,144.64	2.01 \$51,423.84

<u>Step</u>	<u>B.A.</u>	<u>B.A.+15</u>	<u>B.A.+30</u>	<u>M.A.</u>	<u>M.A.+15</u>	<u>M.A.+30</u>
22	1.63 \$41,701.92	1.68 \$42,981.12	1.73 \$44,260.32	1.92 \$49,121.28	1.97 \$50,400.48	2.02 \$51,679.68
23	1.64 \$41,957.76	1.69 \$43,236.96	1.74 \$44,516.16	1.93 \$49,377.12	1.98 \$50,656.32	2.03 \$51,935.52
24	1.65 \$42,213.60	1.70 \$43,492.80	1.75 \$44,772.00	1.94 \$49,632.96	1.99 \$50,912.16	2.04 \$52,191.36
25	1.66 \$42,469.44	1.71 \$43,748.64	1.76 \$45,027.84	1.95 \$49,888.80	2.00 \$51,168.00	2.05 \$52,447.20
26	1.67 \$42,725.28	1.72 \$44,004.48	1.77 \$45,283.68	1.96 \$50,144.64	2.01 \$51,423.84	2.06 \$52,703.04
27	1.68 \$42,981.12	1.73 \$44,260.32	1.78 \$45,539.52	1.97 \$50,400.48	2.02 \$51,679.68	2.07 \$52,958.88
28	1.69 \$43,236.96	1.74 \$44,516.16	1.79 \$45,795.36	1.98 \$50,656.32	2.03 \$51,935.52	2.08 \$53,214.72
29	1.70 \$43,492.80	1.75 \$44,772.00	1.80 \$46,051.20	1.99 \$50,912.16	2.04 \$52,191.36	2.09 \$53,470.56
30	1.71 \$43,748.64	1.76 \$45,027.84	1.81 \$46,307.04	2.00 \$51,168.00	2.05 \$52,447.20	2.10 \$53,726.40
31	1.72 \$44,004.48	1.77 \$45,283.68	1.82 \$46,562.88	2.01 \$51,423.84	2.06 \$52,703.04	2.11 \$53,982.24
32	1.73 \$44,260.32	1.78 \$45,539.52	1.83 \$46,818.72	2.02 \$51,679.68	2.07 \$52,958.88	2.12 \$54,238.08
33	1.74 \$44,516.16	1.79 \$45,795.36	1.84 \$47,074.56	2.03 \$51,935.52	2.08 \$53,214.72	2.13 \$54,493.92
34	1.75 \$44,772.00	1.80 \$46,051.20	1.85 \$47,330.40	2.04 \$52,191.36	2.09 \$53,470.56	2.14 \$54,749.76
35	1.76 \$45,027.84	1.81 \$46,307.04	1.86 \$47,586.24	2.05 \$52,447.20	2.10 \$53,726.40	2.15 \$55,005.60
36	1.77 \$45,283.68	1.82 \$46,562.88	1.87 \$47,842.08	2.06 \$52,703.04	2.11 \$53,982.24	2.16 \$55,261.44
37	1.78 \$45,539.52	1.83 \$46,818.72	1.88 \$48,097.92	2.07 \$52,958.88	2.12 \$54,238.08	2.17 \$55,517.28
38	1.79 \$45,795.36	1.84 \$47,074.56	1.89 \$48,353.76	2.08 \$53,214.72	2.13 \$54,493.92	2.18 \$55,773.12

2006-2007 PROJECTED SCATTERGRAM

Step	B.A.		B.A.+15		B.A.+30		M.A.		M.A.+15		M.A.+30	
	FTE	Factor	FTE	Factor	FTE	Factor	FTE	Factor	FTE	Factor	FTE	Factor
1	1.000		1.050		1.100		1.150		1.200		1.250	
	6.00	6.0000	0.0	0.0000	0.0	0.0000	1.0	1.1500	0.0	0.0000	0.0	0.0000
	Andresen						Humke					
	Brecht											
	Greve											
	Helle											
	Schlichtmann											
	Wancho											
2	1.040		1.090		1.140		1.200		1.250		1.300	
	22.00	22.8800	0.0	0.0000	0.0	0.0000	0.0	0.0000	0.0	0.0000	0.0	0.0000
	Brown											
	Diers											
	Edmonds											
	Fleming											
	Frymoyer											
	Green											
	Hargrafen											
	Hartman											
	Hummel											
	Jasper											
	Kluesner, B.											
	Maloney											
	Meyer, S.											
	Noonan, Jo.											
	O'Connell											
	Pins											
	Scherbring											
	Skattum											
	Smith											
	Welter, D.											
	Wilson											
	Zangara											
3	1.080		1.130		1.180		1.250		1.300		1.350	
	16.00	17.2800	1.0	1.1300	0.0	0.0000	1.0	1.2500	0.0	0.0000	0.0	0.0000
	Ball		Feldmann, J.				Kallback					
	Boffeli, M.											
	Cleary											
	Decker, S.											
	Faber											
	Foust, TJ											
	Harris, B.											
	Keppler											
	Knepper, Sally											
	Koopmann											
	Lansing											
	Mata											
	Palm											
	Spahn											

Step	B.A. FTE Wernimont, J. Wulfekuhle	B.A.+15 Factor	B.A.+30 FTE	M.A. Factor	M.A.+15 FTE	M.A.+30 Factor	Step	B.A. FTE	B.A.+15 Factor	B.A.+30 FTE	M.A. Factor
4	1.120	1.170	1.220	1.300	1.350	1.400					
	13.0 14.5600 Andrews, T. Brindle Butler Feldmann, M. Kurt, K. Ludwig, K. Palmer Rutz Simon Streif Walke-Pollitt Wernimont, S. Wernimont, T.	1.0 1.1700 Recker, Meg	0.0 0.0000	0.0 0.0000	0.0 0.0000	0.0 0.0000					
5	1.160	1.210	1.260	1.350	1.400	1.450					
	3.0 3.4800 Curry Middendorf Nickol	1.0 1.2100 Boge	1.0 1.2600 Lake, D.	0.0 0.0000	0.0 0.0000	0.0 0.0000					
6	1.200	1.250	1.300	1.400	1.450	1.500					
	4.0 4.8000 Blaser Hillebrand Kaufman Konrardy	0.0 0.0000	1.0 1.3000 Bockenstedt	2.0 2.8000 Jesenovec, M. Kelzer	0.0 0.0000	0.0 0.0000					
7	1.240	1.290	1.340	1.450	1.500	1.550					
	3.0 3.7200 DeMuth Lukes Stubben	0.0 0.0000	1.0 1.3400 McDermott, R.	0.0 0.0000	0.0 0.0000	0.0 0.0000					
8	1.280	1.330	1.380	1.500	1.550	1.600					
	1.5 1.9200 Clemens Dallefeld 1/2	1.0 1.3300 Daly, K.	0.0 0.0000	2.0 3.0000 Blair Kruse, T.	0.0 0.0000	0.0 0.0000					
9	1.320	1.370	1.420	1.550	1.600	1.650					
	0.0 0.0000	2.0 2.7400 Knepper, James Weidenbacher	1.0 1.4200 Kurt, M.	1.0 1.5500 Cigrand	0.0 0.0000	0.0 0.0000					
10	1.360	1.410	1.460	1.600	1.650	1.700					
	2.0 2.7200 Bennett Dougherty	1.0 1.4100 Meyer, Jayne	1.0 1.4600 Findley, D.	3.0 4.8000 Hoffman McDermott, Kevin Sassman	0.0 0.0000	0.0 0.0000					
11	1.400	1.450	1.500	1.650	1.700	1.750					
	2.5 3.5000 Ludwig, A. 1/2	2.0 2.9000 Frake	0.0 0.0000	5.0 8.2500 Boffeli, J.	0.0 0.0000	0.0 0.0000					

Step	B.A. FTE Recker, V. Tharp		B.A.+15 Factor Roberts	B.A.+30 FTE	M.A. Factor	M.A.+15 FTE	M.A.+30 Factor Calonder, R. Christensen Omarzu Takes	Step	B.A. FTE	B.A.+15 Factor	B.A.+30 FTE
12	1.440		1.490		1.540		1.700	1.750		1.800	
	0.0	0.0000	1.0 Broadbent	1.4900	1.0 Doyle	1.5400	5.0 Dowe Ehlers Fallon Heitz Recker, Molly	1.0 Foust, C.	1.7500	0.0	0.0000
13	1.480		1.530		1.580		1.750	1.800		1.850	
	1.0 Dolphin	1.4800	3.0 Digmann Hirsch Vaughn	4.5900	1.0 Knepper, T.	1.5800	1.0 Beyer	1.0 McDermott, D.	1.8000	0.0	0.0000
14	1.520		1.570		1.620		1.800	1.850		1.900	
	1.0 Yilek	1.5200	2.0 Bell, C. Lake, C.	3.1400	1.0 Link	1.6200	1.0 Lindecker	0.0	0.0000	0.0	0.0000
15	1.560		1.610		1.660		1.850	1.900		1.950	
	0.0	0.0000	1.0 McElmeel	1.6100	0.0	0.0000	1.0 Bryant	0.0	0.0000	1.0 Krapfl*	1.9500
16	1.570		1.620		1.670		1.860	1.910		1.960	
	0.0	0.0000	1.0 Friedman	1.6200	0.0	0.0000	5.0 Besler Edgin Hoefer, E. Ludwig, L. Weber, M.	0.0	0.0000	0.0	0.0000
17	1.580		1.630		1.680		1.870	1.920		1.970	
	0.0	0.0000	0.0	0.0000	1.0 McLaughlin, G.	1.6800	0.0	0.0000	1.0 Carney*	0.0	0.0000
18	1.590		1.640		1.690		1.880	1.930		1.980	
	0.0	0.0000	1.0 Calonder, L.	1.6400	1.0 Schemmel	1.6900	1.0 Hefel	0.0	0.0000	1.0 Meisch *	1.9800
19	1.600		1.650		1.700		1.890	1.940		1.990	
	0.0	0.0000	2.0 McAndrew Weydert	3.3000	1.0 Tilson	1.7000	0.0	0.0000	0.0	0.0000	0.0
20	1.610		1.660		1.710		1.900	1.950		2.000	
	0.0	0.0000	0.0	0.0000	2.0 Cooper, J. Kauder	3.4200	3.0 Barth Cusick Gleason, T.	1.0 Olsen*	1.9500	0.0	0.0000
21	1.620		1.670		1.720		1.910	1.960		2.010	
	0.0	0.0000	0.0	0.0000	1.0 Brimeyer	1.7200	0.0	0.0000	0.0	0.0000	0.0

22	1.630	1.680	1.730	1.920	1.970	2.020
	1.0 1.6300 Altes	0.0 0.0000	0.0 0.0000	0.0 0.0000	0.0 0.0000	0.0 0.0000
23	1.640	1.690	1.740	1.930	1.980	2.030
	0.0 0.0000	1.0 1.6900 Hughes	2.0 3.4800 Einwalter McDermott, Colette	0.0 0.0000	0.0 0.0000	1.0 2.0300 Luckstead*
24	1.650	1.700	1.750	1.940	1.990	2.040
	0.0 0.0000	0.0 0.0000	2.0 3.5000 Kurt, A. VanCleve	1.0 1.9400 Plisek	0.0 0.0000	0.0 0.0000
25	1.660	1.710	1.760	1.950	2.000	2.050
	0.0 0.0000	1.0 1.7100 Wagner, B.	0.0 0.0000	2.0 3.9000 Conrad Westercamp*	1.0 2.0000 Reiter*	0.0 0.0000
26	1.670	1.720	1.770	1.960	2.010	2.060
	0.0 0.0000	1.0 1.7200 Kluesner, M.	1.0 1.7700 Ziegelmaier, K.	2.0 3.9200 Andrews, L. Noonan, T.*	1.0 2.0100 Lockridge*	1.0 2.0600 Bauer, R.*
27	1.680	1.730	1.780	1.970	2.020	2.070
	0.0 0.0000	0.0 0.0000	0.0 0.0000	0.0 0.0000	1.0 2.0200 Curoe*	0.0 0.0000
28	1.690	1.740	1.790	1.980	2.030	2.080
	0.0 0.0000	1.0 1.7400 Milbert	2.0 3.5800 Benter Daly, M.	1.0 1.9800 Letner*	0.0 0.0000	0.0 0.0000
29	1.700	1.750	1.800	1.990	2.040	2.090
	0.75 1.2750 Kalb 3/4	1.0 1.7500 Schwager	4.0 7.2000 Aldrich Harris, R. Marolf Rickels, D.	1.0 1.9900 Zismer*	1.0 2.0400 Horsfield	1.0 2.0900 Callahan, J.*
30	1.710	1.760	1.810	2.000	2.050	2.100
	0.0 0.0000	1.0 1.7600 Schultz, M.	1.0 1.8100 Rickels, R.	2.0 4.0000 Krueger Ross, S.	0.0 0.0000	1.0 2.1000 Ross, G.*
31	1.720	1.770	1.820	2.010	2.060	2.110
	0.00 0.0000	3.0 5.3100 Chapman, S. Gourley Welter, P.	3.0 5.4600 Birkett Cooper, N. Stoll	0.0 0.0000	1.0 2.0600 Goffinet*	2.0 4.2200 Schramm, S.* Willenborg*
32	1.730	1.780	1.830	2.020	2.070	2.120
	1.0 1.7300 Marxen	2.0 3.5600 Meyer, G. Schmidt, S.	4.0 7.3200 Becker Chapman, E. Demmer Haley	1.0 2.0200 McDermott, Ch.	1.0 2.0700 Danner*	1.0 2.1200 Schramm, P.*

33	1.740	1.790	1.840	2.030	2.080	2.130
	0.0 0.0000	0.0 0.0000	2.0 3.6800 Gleason, M. Neuhaus	1.0 2.0300 Donovan, W.*	2.0 4.1600 Goedken* Knepper, Jane*	2.0 4.2600 Spalla* Ward*
34	1.750	1.800	1.850	2.040	2.090	2.140
	0.00 0.0000	0.0 0.0000	2.0 3.7000 Callahan, D. McCready	0.0 0.0000	0.0 0.0000	0.0 0.0000

FTE = 211.750
Total Factor = 322.1950f

2006-2007 NURSES SALARY SCHEDULE

B.A. BASE \$25,584.00

STEP	R.N.	B.S.N.
1	0.84 21,490.56	0.96 24,560.64
2	0.88 22,513.92	1.00 25,584.00
3	0.92 23,537.28	1.04 26,607.36
4	0.96 24,560.64	1.08 27,630.72
5	1.00 25,584.00	1.12 28,654.08
6	1.04 26,607.36	1.16 29,677.44
7	1.08 27,630.72	1.20 30,700.80
8	1.12 28,654.08	1.24 31,724.16
9	1.16 29,677.44 Deb Wilhelm	1.28 32,747.52 Jenni Green
10	1.20 30,700.80	1.32 33,770.88
11	1.24 31,724.16	1.36 34,794.24
12	1.28 32,747.52	1.40 35,817.60
13	1.32 33,770.88	1.44 36,840.96
14	1.36 34,794.24	1.48 37,864.32
15	1.40 35,817.60	1.52 38,887.68 Nancy Brown
16	1.41 36,073.44	1.53 39,143.52
17	1.42 36,329.28	1.54 39,399.36
18	1.43 36,585.12 Cyndi Trumm	1.55 39,655.20 Sheila Knapp

ARTICLE 8

SUPPLEMENTAL PAY

A. Extracurricular Activities

1. Approved Activities

The Board and the Association agree that the extracurricular activities listed in Schedule C are official school sponsored activities. The decision to continue or not continue extra curricular positions or to create new ones, shall be determined by the Board.

2. Rates of Pay

Employees shall be compensated according to the rate of pay or other stipulations as set out in Schedule C. The percentages listed shall be a percentage of base pay.

3. Termination

No additional extra-compensated activity will be added without the written consent of the employee. In all cases the Board shall make the final judgment as to whether the candidate fulfills the qualifications of the position in question. Any employee who wishes to resign from his/her assignment shall submit a letter of request to be relieved from his/her extra-duty assignment.

4. The Board shall not require any department head to serve without additional compensation.

B. Expenses of Traveling Employees

1. Employees who may be requested to use their own automobiles in the performance of their duties and employees who are assigned to more than one (1) school per day shall be reimbursed for all such travel as allowed by the Internal Revenue Service for all driving required after their arrival at the first location for which they are required to report to work. Each employee requesting such reimbursement shall submit a request on a voucher prepared by the district.

2. The same allowance shall be given for use of personal cars for field trips or other business of the district.

C. Payroll Deduction Method

For any absence during the regular calendar year of 190 days, a deduction will be made of 1/190 of the individual's regular salary excluding pay for supplemental duties and/or extended contracts for each day of unpaid leave.

For any absence from a contracted duty outside of the regular calendar year (190) days, a pro-rated deduction will be made based on the dollar amount of the extra duty divided by the number of days for the contracted extra duty.

SCHEDULE C SUPPLEMENTAL DUTIES

Instructional

Shop Maintenance (as job description).....	\$600.00
Summer Vocational Agriculture (40 days).....	20.0%
Vocational Home Economics (10 days)	Per diem
Driver's Education.....	Per diem per hour
Curriculum Development	\$28.00 per hour
Lead Nurse.....	15.0%

Athletics

Boys and Girls Basketball

Varsity	18%
Varsity Assistant.....	12%
Sophomore.....	12%
Freshman	11%
8 th Grade	8%
7 th Grade	8%
7 th & 8 th Grade	8%
Girls Chaperone.....	5%

Football

Varsity	18%
Varsity Assistant.....	12%
Sophomore.....	12%
Sophomore Assistant	11%
Freshman	11%
Freshman Assistant.....	10%
9 th & 10 th Grades.....	12%
9 th & 10 th Grades Assistant	11%
8 th Grade	8%
8 th Grade Assistant.....	6%
7 th Grade	7%
7 th Grade Assistant.....	6%

Wrestling

Varsity	18%
Varsity Assistant.....	12%
Freshman	11%
Jr. High/Middle School.....	8%
Jr. High/Middle School Assistant	6%

Girls Volleyball

Varsity	14%
Varsity Assistant.....	9%
Freshman	8%
8 th Grade	6%
7 th Grade	6%
7 th & 8 th Grade	6%
Jr. High/Middle School Assistant	5%

<u>Golf</u>	10%
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Baseball and Softball

Varsity	14%
Varsity Assistant.....	8%
Sophomore Baseball	8%
Freshman	8%

Boys & Girls Track

Varsity	14%
Varsity Assistant.....	10%
8 th Grade	6%
7 th Grade	6%
7 th & 8 th Grade	6%
Jr. High/Middle School Assistant	4%

Boys & Girls Cross Country

Combined Varsity.....	13%
Combined 7 th & 8 th Grade.....	8%

Boys & Girls Tennis

Combined Varsity.....	12%
Varsity	10%
Combined Varsity Assistant	8%

Boys & Girls Soccer

Combined Varsity.....	12%
Varsity	10%
Combined Varsity Assistant	8%

Special Olympics

Head Coach.....	12%
Assistant Coach	8%

Personal Student Assistant for

Activities.....	5%
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Game Managers

HS Varsity/JV – Double Session	\$50/session
HS Varsity or JV – Single Session .	\$30/session
JH – Single Session	\$30/session

One-half time positions shall be paid at one-half the stated percentage.

Activities

School-to-Work

Coordinator	14%
Assistant Coordinator	7%

Band

High School.....	12%
High School Assistant	7%
Jr. High/Middle School	6%
Jr. High/Middle School Assistant.....	2%
Summer Band (20 days	10.0%
Summer Band (15 days).....	7.5%

Vocal Music

High School.....	12%
High School Assistant	7%
Show Choir Director	12%

Musicals

High School Director	8.5%
High School Assistant Director.....	4.0%
High School Assistant Vocal.....	4.0%
High School Assistant Instrumental	4.0%

Drama

High School Director	6%
High School Assistant Director	3%
Jr. High/Middle School Director	6%
Jr. High/Middle School Assistant Director..	3%

<u>Future Farmers</u>	12%
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Speech

Director.....	10%
Assistant Director	6%

<u>Poms</u>	10%
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<u>F.B.L.A. Advisor</u>	7%
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<u>International Club Advisor</u>	7%
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Newspaper

High School	6%
Jr. High/Middle School.....	5%

<u>Yearbook</u>	6%
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<u>Student Council Advisor</u>	5%
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<u>Cheerleading</u>	8%
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One-half time positions shall be paid at one-half the stated percentage.

ARTICLE 9

INSURANCES

A. Types

The Board agrees to provide all employees the following insurance protection, if the employee qualifies as specified by the terms of the insurance carrier. If the employee does not qualify for any of the following insurance policies, the District shall pay the dollar amount allotted for those programs to the employee.

1. Health and Major Medical

Each employee and his or her immediate family members shall be covered by a health and major medical program that contains benefits comparable to the present insurance contract. The Board shall pay the following amounts beginning July 1:

Medical:	<u>Single</u>	<u>Family</u>
Medical Associates - Standard	\$438.60	\$760.00
Medical Associates – Point of Service	\$485.94	\$760.00

2. Life

Each employee shall be covered by a term life insurance program paid for by the Board that provides a death benefit of \$10,000.00, double for accidental death.

3. Disability

Each employee shall be covered by a long-term disability insurance program. For each employee the Board shall pay a maximum of \$140.00 per year. The W.D.E.A. will investigate the coverage to make a recommendation to the Board. The Board shall make the final decision.

4. Dental

Each employee and his or her immediate family members shall be covered by a dental insurance program. The Board shall pay the following amounts:

Dental:	<u>Single</u>	<u>Family</u>
	\$34.61/month	\$76.00/month

5. The Western Dubuque School District shall maintain Internal Revenue Code Section 125 Benefit Plans.

6. Recalculation Clause

If the single monthly premium as of June 1st each year for a medical and/or dental insurance plan is less than the above stated amounts (\$438.60 single Medical Associates – Standard or \$485.94 single Medical Associates - Point of Service, Medical; and \$34.61 single, Dental), those excess dollars shall be applied first to cover any other single health and major medical plan approved by the District, secondly to the single dental premium, and the remainder to the family medical and/or dental premium applicable July 1.

B. Coverage

The Board provided insurance programs shall be for twelve (12) consecutive months, starting with the first day as designated by the insurance carrier and running for 12 consecutive months thereafter. Employees new to the district shall be notified by the employer as to the dates that their coverage begins.

C. Descriptions

The Board shall provide each employee a description of the insurance coverage provided as soon as it is provided to them by the insurance company, which shall include a description of conditions and limits of coverage. The insurance company will be responsible for providing insurance information in the form of application and enrollment meetings.

D. Continuation

In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above mentioned benefits shall continue throughout the balance of the contract year.

Employees on paid leave shall continue to have Board contributions made according to the level described above.

Employees on nonpaid leave for two months or longer shall have the option to continue any or all of the Board paid programs by paying the premiums themselves to the Board within thirty (30) days of the Insurance Company billing date, to the extent that the insurance company will allow and only for the balance of the unpaid leave. Failure of the thirty (30) day payment requirement cancels the option.

E. Selecting of Carrier

All insurance carriers shall be selected by the Board, but the Association will be given the opportunity to make its recommendations before final selection.

ARTICLE 10

SICK LEAVE

A. Sick Leave Benefits

As of the 1976-77 school year, all employees, shall be entitled to fifteen (15) paid sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year up to one hundred and forty five (145) days. Previously accumulated sick leave days shall be carried forward and made a part of this contract. Absence of three or more days requires a doctor's certificate. Employees may be required upon notification from their principal to submit a doctor's certificate indicating an inability to return to work after twenty calendar days. Maternity leave shall be treated as any other kind of health or temporary disability under the sick leave provision. The employee shall notify her principal as soon as possible of her pregnancy. The District will allow up to 6 consecutive weeks for maternity leave. Maternity leave will generally begin within a reasonable time prior to the birth of the child or the day of birth and continue for six consecutive calendar weeks. Non-contract days are counted as part of the six-week period.

Family Leave: In the event of an illness or injury of a child, spouse, mother, father, stepmother, stepfather, stepchild, grandchild, or other long-term household member, an employee may be granted three (3) days of paid leave, cumulative to four (4), per school year charged against sick leave.

Procedures:

1. Use of the leave requires completion of the District's absentee form upon return to work.
2. In cases where the Administration suspects misuse of this leave, it may require medical evidence of such illness or injury at the employee's expense.

B. Notification of Accumulation

Employees shall be given a copy of a written accounting of accumulated sick leave days no later than October 15 of each school year.

C. Extended Leave

An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability up to one year. The Board agrees to continue all fringe benefits provided by this agreement for the duration of the contract year.

D. Physical Examination

Employment required physicals and routine six (6) month dental appointments shall not be considered sick leave.

ARTICLE 11

TEMPORARY LEAVES OF ABSENCE

Paid Leave

As of the beginning of the 1976-77 school year, employees shall be entitled to the following leaves of absence with full pay each year.

A. Personal

At the beginning of every school year, each employee shall be credited with three (3) paid days to be used for the employee's personal business. An employee planning to use a personal leave day or days shall notify his principal in writing at least three days in advance except in case of an emergency. These personal leave days may be accumulated to a maximum of six (6) days. No personal leave is allowed on the following days unless approved by the Superintendent. The request for use of personal leave on these days must be submitted to the Superintendent with valid reasons for its use.

- a. First and last days of employee contract year.
- b. The working day before or after holidays and vacations.
- c. Parent conference days.
- d. Workshop days as set out in the school calendar.

Previously accumulated personal leave will be carried forward and be a part of this contract.

1. Payment - Unused Personal Leave

Employees shall be compensated at \$75.00 per day for unused personal leave up to a maximum of three (3) days per year. Automatic payment will be made for the number days accumulated in excess of 3 (days 4, 5, 6). Payment for said leave to be included in the employee's last paycheck for the contract year.

B. Jury and Legal

When the employee submits proof (whenever possible) of a necessity of jury service during school hours or is subpoenaed to appear in court or a judicial hearing, he shall be provided such time. The employee shall be paid the difference between the amount that is received for jury duty and his regular salary. In the event the employee is required to appear in court or before a body as a party to any private legal action which is not job related, the provisions of this paragraph shall not apply. This paragraph shall not apply if an employee, the Association, or the school board is one of the parties to the controversy.

C. Association Leave

Up to thirty-five (35) days of Association Leave shall be granted at the beginning of each school year with full pay. The Association shall reimburse the school district for the cost of the substitute for the last twenty (20) days. The Association President shall designate the individuals and dates involved by notifying the Superintendent at least three (3) days prior to said leave.

D. Bereavement

Up to five working days of paid leave shall be granted at the time of death of an employee's immediate family (spouse, child, brother, sister, parent) and any other member of the immediate household. Up to three working days of paid leave shall be granted at the time of death of an employee's father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, nieces, and nephews.

One day of paid leave shall be granted by the principal for the death of an uncle or aunt, and may be granted for the death of a friend, neighbor, or close relative.

Paid leave for bereavement is generally not intended for use outside of the normal mourning period. To delay use of allowed bereavement leave for related purposes, notification must be made to the building principal within the bereavement period.

The employee shall notify the principal as soon as possible on all bereavement leaves.

Bereavement leave shall not apply to school year employees for any deaths that may occur during the summer months (non-contracted days). If such a death occurs during the non-contracted days (summer vacation, Christmas break), bereavement leave will not be approved. If a death occurs immediately prior to the start of the new school year, the employee will be granted appropriate leave. Example: First day of work is September 18th and a parent passes away on September 15th, the employee will be granted 2 days of bereavement leave. This same procedure to be followed for breaks (Christmas and spring) occurring during the contract year.

E. Good Cause

Other temporary leaves of absence with pay may be granted in writing by the Superintendent for good reason.

F. Unpaid Leave

Other temporary leaves of absence without pay may be granted in writing by the Superintendent for good reason.

G. In Addition to Sick Leave

Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the employee is entitled.

H. Workmen's Compensation

An employee who received worker's compensation benefits shall have the option of choosing one of the following for receiving their benefits.

- Option 1 ☐ The employee cashes the check issued by workmen's compensation insurance and receives no additional pay from the employer. No sick leave is charged.
- Option 2 ☐ The employee cashes the check issued by workmen's compensation insurance. The employee's gross pay is reduced by the amount of the workmen's compensation check and sick leave is charged for all days absent.

ARTICLE 12

EXTENDED LEAVES OF ABSENCE

A. Association

A leave of absence without pay for up to one (1) year may be granted to any employee for the purpose of serving as an elected officer of the Association's affiliates. Upon return from such leave, an employee shall be placed at the position he would have advanced to without said leave. Employees shall be credited with any new fringe benefits and previously accumulated benefits. However, no benefits shall accrue for the duration of said leave.

B. Public Office

A leave of absence without pay not to exceed four (4) years, shall be granted to any employee upon application to the superintendent for the purpose of serving in a public, elected state or national office.

Upon return from such leave, an employee shall be placed at the position he would have advanced to without said leave. Employees shall be credited with any new fringe benefits, and previously accumulated benefits. However, no benefits shall accrue for the duration of said leave.

C. Family Illness

A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a sick or injured member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

D. Good Cause

Other extended leaves of absence up to one (1) year without pay may be granted in writing by the Superintendent for good cause.

E. Military Leave

All officers and employees of the state, or a subdivision thereof, or a municipality other than employees employed temporarily for six months or less, who are members of the national guard, organized reserves or any component part of the military, naval, or air forces or nurse corps of this state or nation, or who are or may be otherwise inducted into military service of this state or of the United States, shall, when ordered by proper authority to active state or federal service, be entitled to a leave of absence from such civil employment for the period of such active state or federal service, without loss of status or efficiency rating, and without loss of pay during the first thirty days of such leave of absence. The proper appointing authority may make a temporary appointment to fill any vacancy created by such leave of absence.

ARTICLE 13

SABBATICAL LEAVES

A. Purpose

A sabbatical leave shall be granted to an employee by the Board for study including study in another area of specialization, for travel or for other reasons of value to the school system.

B. Conditions

Sabbatical leave shall be granted subject to the following conditions.

1. If there are sufficient and qualified applicants, sabbatical leave shall be granted to not more than three (3) employees in any one year.
2. The length of such leave shall be no more than one year and no less than one year and shall be continuous and run concurrently with the school year.
3. Seniority shall prevail in the event that more than three (3) qualified applicants make such requests.

C. Pay

Any and all such leave in this Article shall be without pay.

D. Minimum Time to Qualify

The employee has completed at least seven (7) full school years of service in the Western Dubuque School District.

E. Duration

No employee shall receive more than one year at any one time regardless of seniority without having at least five years intervening.

F. Requests

Requests shall be filed with the Administration no later than April 1 of the year preceding the anticipated leave.

G. Return

The employee shall be credited with any new fringe benefits and previously accumulated benefits. However, no benefits shall accrue for the duration of said leave. Such employee shall be granted the right to continue all fringe benefits at the employee's expense for the duration of said leave provided that there is no conflict with any insurance carrier.

An attempt will be made to place the employee in a teaching position comparable to the position he left. However, the employee shall be assured of a position upon return.

The employee shall notify the District by February 15 of the year in which the sabbatical is being taken of his/her decision to teach for the subsequent contract year. Failure to so notify the District by February 15 shall nullify such teacher's rights to return.

ARTICLE 14

EMPLOYEES WORK YEAR AND HOURS

A. Workday

1. The total in-school workday shall consist of not more than 7 1/2 hours which shall include a 30 minute uninterrupted duty free lunch.
2. The building principal shall establish the beginning and ending times of the school day at the beginning of the school year. Changes may be made if notification is given to employees two weeks in advance.
3. Employees shall sign out when leaving the building during regular working hours. Employees may leave the building without requesting permission during their scheduled duty free lunch period.
4. Open house and elementary music programs shall be considered a normal extension of the workday. Participation in field trips outside of the normal workday will be voluntary on the part of the employee.
5. Individual parent conferences other than those established by the district calendar will be considered a normal extension of the workday if the building administrator consults with the teacher and reaches the consensus about the date and time.
6. Parent conferences for disciplinary and emergency situations shall be considered a normal extension of the workday.
7. Parent teacher conferences as established by the district calendar shall be counted as part of the teachers contract work year.

B. Faculty Meetings

Each employee may be required to remain after the end of the regular workday or report before the start of the regular workday a total of 6 hours per school year for meetings or inservice as required by the administration. The required meetings will be 30, 60, or 90 minutes in length. Employees will be paid curriculum pay for the time spent in these meetings beyond the yearly total of 6 hours. Reasonable notice of the meetings will be given to affected employee(s). No meetings on Friday afternoons or any afternoon preceding a holiday or any other day on which teacher attendance is not required.

C. In-School Work Year

1. Regular Contract

The in-school contract year for employees shall not exceed 190 days. New personnel may be required to attend an additional two (2) days of orientation.

ARTICLE 15

REDUCTION OF STAFF

Definition

A. Seniority

District Seniority, as used in this agreement, shall mean an employee's continuous length of service with the Western Dubuque School District. The date of the employee's signature on his/her most recent continuous date of hire on his/her individual teacher's contract, shall determine an employee's seniority in the district.

Curriculum Seniority, as used in this agreement, shall mean the number of years an employee has actually taught in those curriculum areas in Western Dubuque, since his/her most recent continuous date of hire.

Periods of approved leaves of absence not to exceed one year and military and public office leaves not to exceed two years, shall be included in computing an employee's seniority. Seniority will be granted in the curriculum areas immediately taught before the leaves of absences allowed in this paragraph.

B. Loss of Seniority

The seniority of an employee shall terminate if the employee resigns, retires, is terminated, is laid off for a period exceeding three (3) years, or fails to respond to a recall notice as provided in ARTICLE 15.

C. Seniority List

On or about October 15th, of each school year, the Superintendent or his designee will compile and make public a list showing each certified employee's current seniority, both with the district and in each curriculum area they have taught in Western Dubuque. Employees shall notify the Superintendent of any corrections to the list within 60 days of the above date. Requests for corrections after the above date shall not be considered.

D. Procedures for Reduction

Employees to be reduced in staff shall be given an opportunity to fill any vacancies for which they are certified before they are laid off.

When the School District determines that staff reduction is necessary in any of the following curriculum areas, the individual with the least District Seniority currently teaching in that area shall be laid off first.

1. PreK-6 & E.C.I.A. system wide where no special endorsement is required.
2. K-12 Art
3. K-12 Guidance
4. K-12 Library
5. K-12 Music
6. K-12 Physical Education
7. K-12 Special Education
8. 7-12 English and Speech
9. 7-12 Home Economics
10. 7-12 Industrial Technology
11. 7-12 Mathematics
12. 7-12 Science
13. 7-12 Social Studies
14. 9-12 Agriculture

- 15. 9-12 Business
- 16. 9-12 Driver Education
- 17. 9-12 Foreign Language

- a. When the District seniority of two or more individuals is equal in the above categories, the person with the least curriculum seniority in that category shall be selected for termination. If two or more employees have the same seniority in the District and in a specific curriculum area, their individual seniority will be determined by lot. That determination by lot establishes forever the seniority ranking of the above individuals for both District and Curriculum seniority.
- b. The above provision shall apply in all cases except if the least senior employee to be laid off needs to be retained so as to teach a specific subject for which no other employee is certified or endorsed to teach, the next least senior employee shall be selected for layoff. This process to be followed until the reduction is made. Before exercising this provision, the employer in an attempt to avoid bypassing the least senior employee shall consider the alternatives of temporary certificates (only in the areas they are currently teaching or have taught in the District), involuntary transfers, and travel between schools.
- c. To avoid layoff an employee may bump into another grade level or curricular area if the employee meets all of the following requirements.
 - 1. He or she has successfully taught for one year in this District in that curricular area. In bypass situations the employee to be laid off shall have the same bumping rights as above except that no teaching experience would be required.
 - 2. The employee carries the proper endorsement and certification.
 - 3. The employee has greater district seniority than the employee to be bumped. In all cases the employer, in its exclusive discretion, shall determine which curriculum area or grade level an employee may bump into if the employee carries several endorsements or certification. Extra duty assignments shall not be given preference above seniority rights.

E. Recall Rights

Employees terminated pursuant to this section only, shall have recall rights to the curriculum area that he/she was in immediately prior to said termination for three (3) years from the effective date of the termination. During the three-year period, all teachers with recall rights will be offered vacant positions for which they are qualified in another curriculum area before that position is offered to any teacher with less seniority who does not have recall rights, providing the teachers have notified management annually by February 15 of all curriculum areas in which they are certified. Any teacher terminated must inform the school board secretary of an address change annually by February 15 if he/she wants to be offered an available position. If an employee has been recalled and offered a position that he/she is qualified for and he/she refuses the position, he/she shall have waived any further recall rights, unless the recall position is offered outside of the March 15 through July 15 time frame.

A full time employee does not waive recall rights for a full-time position by accepting or declining a half-time position.

F. Notification

The administration shall provide written notice to any teacher affected by reduction and to the W.D.E.A., no later than April 30, preceding the school year in which the reduction is effective, with a statement of the reasons for the reduction. The administration will annually provide the association with a current list of teachers who are on recall.

G. Benefits

Upon exercising his/her recall rights, any teacher will be given back his/her prior experience rating in the district. He/she will get all benefits and salaries pursuant to the current salary schedule at the time of the recall.

H. Resignation

Nothing in this article shall prevent a teacher from not renewing a contract by a written resignation and thus relinquishing any recall rights provided by this policy.

ARTICLE 16

HEALTH PROVISION

Physical Fitness -- New Employees

All new employees are required to provide evidence of physical fitness to perform duties assigned and freedom from communicable disease. Such evidence shall be limited to a statement from a licensed physician of the employee's choice prior to initial employment attesting to the employee's physical fitness. The cost of such examination shall rest with the employee. The Board may require a subsequent examination when, in its judgment, such an examination is relevant to an employee's performance or status. The examining physician shall be selected by the employee and the employer shall pay no more than \$30.00 of such examination. Each employee shall be advised in writing of the physical fitness requirements. After the initial examination every three years thereafter the employee shall again meet the above requirements. The Board shall pay \$30.00 of this examination. Should the employee fail his examination all subsequent examinations and costs shall be borne by employee until employee can show physical fitness. Employee shall be reimbursed on submission of paid receipt.

ARTICLE 17

SAFETY PROCEDURES

The Employer shall make his best and most reasonable effort to provide and maintain a safe place of employment. All employees shall endeavor in the course of performing the professional duties associated with their employment to be alert to unsafe practices, equipment, or conditions and to report any such unsafe practices, equipment, or conditions to their immediate supervisor.

The employer agrees that it will provide at no cost to the employee:

1. Protective safety glasses and lab coats and/or aprons in industrial arts, science, and vocational agriculture shops.

ARTICLE 18

TEACHER EVALUATION PROCEDURES

The following procedures are to be used for teachers in Tier 1, Tier 2 and Tier 3 of the District Evaluation Plan. A detailed copy of the District Evaluation Plan is available to all staff. Teachers are advised to review the Plan for a complete discussion of the criteria, forms and other information that are used for evaluations.

TIER 1 – BEGINNING TEACHER EVALUATION

All beginning teachers will participate in Tier 1 for two (2) years. Newly hired career teachers with less than five (5) years of experience outside the District will participate in Tier 1 for one (1) year.

1. Initial Meeting – Prior to October 1, each building administrator will meet with all beginning teachers to review and explain the Beginning Teacher Plan expectations and evaluation timelines. At this time, the administrator will provide staff with copies of all evaluation guidelines and forms.
2. Year One and Two
 - a. Formal Observations
 - i. Three formal observations will be conducted for each teacher in year one and two. Two formal observations must be conducted prior to February 1. The third observation must be held prior to March 30th. Additional formal observations may be conducted at the discretion of the administrator. All formal observations will have a pre-observation and post-observation conference.
 - ii. One of the formal observations will be an extended duration. At the elementary level this is defined as an observation of at least two or three consecutive hours. At the secondary level it should involve observing the same class period for two or three consecutive days.
 - b. Informal Observations – Informal observations may also be used at the discretion of the administrator. These may include unannounced classroom observations or walkthroughs, and professional behaviors in the school setting.
 - c. Cumulative Professional Portfolio – A Cumulative Professional Portfolio will be created and maintained by all beginning teachers in year one and two. The administrator and the beginning teacher will review and discuss the portfolio at a scheduled Summative Evaluation Conference before March 30 in both year 1 and year 2.
3. Comprehensive Evaluation – A comprehensive evaluation will be held with second year teachers on or before March 30. The written evaluation must include the administrator's licensure recommendation for the teacher or a recommendation for continued participation in the district's mentoring and induction program.

TIER 2 – EVALUATION FOR CAREER TEACHERS

All newly hired career teachers, with 5 or more years of experience, who are operating under a standard license, will participate in Tier 2.

1. Notification Procedures

a. Assigned Employees

- i. At the earliest possible time after the beginning of each school term, the building principal or appropriate supervisor shall acquaint each employee under his/her supervision with the evaluation procedures, and the form(s) to be used, and advise each employee as to the designated supervisor who will observe and evaluate his/her performances. No evaluation shall take place until such an orientation has been completed. Orientation shall be conducted by October 1.
- ii. An employee reassigned or hired after the beginning of the school term shall be notified by the appropriate supervisor of the evaluation procedures in effect. No evaluation shall take place until such an orientation has been completed.

b. Unassigned Employees – A designated building principal or appropriate supervisor of an employee not assigned to a building shall be responsible for notification and evaluation of all such employees.

c. The above procedures will apply to Career Development Plans and Performance Reviews.

2. Formal Observations

- a. A minimum of one formal observation will be conducted during the school year of a teacher's performance review (every three years). The evaluator, at a time reasonably close to the formal observation, shall notify the teacher of dates for pre-conferences, observations and post conference meetings. The evaluator will attempt to have the pre-conference two working days prior to the observation and the post-conference no later than five working days following the observation. Additional formal observations may be conducted at the discretion of the administrator or at the request of the teacher. All formal observations will have a pre-observation and post-observation conference.
- b. As part of the post-conference, the teacher and evaluator shall discuss the Tier 2 Observation Reflection Form (Form B). Following discussion the teacher and evaluator shall sign and date the Tier 2 Observation Reflection Form (Form B).

3. Informal Observations – Informal observations may also be used at the discretion of the administrator. These may include unannounced classroom observations or walkthroughs, and professional behaviors in the school setting.

4. Individual Teacher Career Development Plan

- a. Staff members are responsible to develop and implement their Individual Teacher/Group Career Development Plan in collaboration with their supervisor, and to work collaboratively with their faculty in the implementation of the District Career Development Plan. The Individual/Group Career Plan design may include learning activities for one, two, or three year periods.
- b. End of Plan Evaluation - A copy of the Individual Teacher/Group Career Development Plan write-up will be placed in each individual's/team member's district file. The evaluator and teacher shall sign and date a copy of the End of Plan report prior to being placed in the individual's personnel file. In the case of a team plan, a copy of the team End of Plan report will be signed by the evaluator and teacher prior to being placed in each individual team member's personnel file.

5. Career Performance Review Summative

- a. By April 20, during the year of the Performance Review, if the evaluator determines that the teacher has not met all eight standards, then the evaluator shall inform the teacher which standard(s) have not been met.
- b. The evaluator shall complete the Career Performance Review and arrange a date with the teacher to discuss the review by May 20. The evaluator shall provide the teacher with a copy of the completed Career Performance Review at least one day prior to the meeting. A copy of the summative review will be placed in the individual's personnel file.

TIER 3 – INTENSIVE ASSISTANCE PLAN PROCEDURES

This process may begin at any time.

Tier 2 Career Development Plans will be suspended when the employee has been placed in Tier 3.

Tier 3 consists of two phases

1. Awareness Phase – When an evaluator identifies a problem relating to the Iowa Teaching Standards one through seven, the evaluator will contact the staff member in writing and schedule a meeting to discuss resolution of the problem. The meeting will include suggestions that may help the teacher resolve the problem. A second meeting (not to exceed 3 months) will be scheduled to discuss resolution of the problem. At the end of the designated timeframe, one of the following recommendations will be made:

- a. The problem is resolved and the staff member is returned to work within Tier 2.
- b. The staff member is placed in the Assistance Phase.

The evaluator shall share with the teacher specific written concerns used to make this recommendation on the Tier 3 Awareness Phase – Final Summary Form (Form H). The teacher has the right to respond to the recommendation in writing.

2. Assistance Phase – When a staff member has been placed in the Assistance Phase, a letter will be sent to the staff member and a copy will be forwarded to the Superintendent's Office for placement in the personnel file.

A conference will be held between the staff member and the evaluator to develop an Assistance Plan that must include a statement of problems related to one or more of the Iowa Teaching Standards one through seven and suggestions for improvement. In addition, the plan will include strategies the teacher can implement for successful completion of the plan. At the end of the designated timeframe, (not to exceed 12 months) one of three recommendations will be made:

- a. The staff member is removed from the Assistance Plan.
- b. The timeline is extended but may not exceed twelve months according to Iowa law and work continues in the Assistance Phase.
- c. Progress is not noted. Actions are then taken by the district to move towards a recommendation for non-renewal of contract.

ARTICLE 18A

PERSONNEL FILE REVIEW

1. Each employee shall have the right at any reasonable time to review the contents of his/her personnel file. A representative of the Association, at the employee's request, may accompany the employee in this review. An official designated by the Superintendent shall be in attendance at any such review. No contents shall be removed under any circumstances.
2. The Board or its administrative representative, including a building principal, shall not establish any separate personnel file which is not available for the employee's inspection. Except that the Superintendent may keep a separate file which will include only copies of confidential letters of recommendation obtained at initial employment.

Personal File Contents

1. The employee shall have the right to respond to all materials contained in said file and to any materials to be placed in said file in the future. Such employee responses shall be attached to those materials and become part of said file.
2. Any complaints directed toward an employee, which are placed in his/her personnel file, are to be promptly called to the teacher's attention in writing. The documents shall be removed from the file after a period of three years unless used by the District or other agencies for employee evaluation, discipline or discharge, in which case the documents will remain in the file. Nothing herein precludes the removal of the documents by the Superintendent of Schools at any time.
3. The employee shall have the right to reproduce any of the contents of this file at the employee's expense.

Responses

All employee's evaluations are to be fair and accurate. An employee who has been evaluated has the right to grieve all evaluations through Article 3 Grievance Procedure if he/she feels his/her evaluation is unfair or inaccurate.

**WESTERN DUBUQUE COUNTY COMMUNITY SCHOOLS
ACTIVITIES EVALUATION FORM**

	Excellent	Above Average	Adequate	Needs Improvement	Unacceptable	Not Applicable
I. WORKING WITH PEOPLE						
A. Advises athletes of training rules/codes/expectations with consequences at onset of season.						
B. Respects and enforces the letter and intent of rules/regulations/codes.						
C. Maintains suitable level of expectations from student athlete.						
D. Works with team/individuals to develop appropriate goals.						
E. Has respect for student/athlete.						
F. Works with athletes of variety ability levels.						
G. Communicates with teachers and supervisors.						
H. Works with students in small or large groups.						
I. Develops team spirit and unity.						
J. Promotes program to student body to maintain appropriate participation.						
K. Uses media to acknowledge and inform the effort of team/individuals.						
L. Responds to player-initiated questions in regard to playing time or other player related						
M. Establishes channels of communication for team member usage.						
N. Promotes own program but also works with other coaches in promoting entire school program.						
II. PRACTICE/GAME CLIMATE AND INSTRUCTIONAL PROCEDURE						
A. Has command of material to be included in the lesson.						
B. Adjusts activities to suit skill level of athletes.						
C. Uses practice time effectively.						
D. Deals consistently with disciplinary problems in game/practice setting.						
E. Can explain coaching/competitive play to supervisors/athletes.						
F. Attends to factors which relate to athletic safety.						
G. Makes assignments and give directions so that they are clearly understood by the student/athletes.						
H. Deals with unexpected situations as they develop.						
I. Promotes and displays qualities of sportsmanship.						

	Excellent	Above Average	Adequate	Needs Improvement	Unacceptable	Not Applicable
III. PREPARATION						
A. Practice sessions show evidence of careful preparation.						
B. Selects appropriate teaching aids/drills and has them ready for use.						
C. Practice and game plans reveal that sequence and continuity of activities are regarded as important factors in learning.						
D. Continues to keep updated with the different strategies for their specific area.						
IV. EQUIPMENT AND FACILITIES						
A. Submits preseason and postseason budget requests.						
B. Maintains an inventory of equipment/supplies.						
C. Records equipment used/issued to students.						
D. Stores and maintains equipment.						
E. Secures facility after practice/game.						
F. Stresses proper care of equipment.						
V. PERSONAL AND PROFESSIONAL QUALITIES						
A. Shows enthusiasm.						
B. Gives evidence of flexibility rather than rigidity in thought and behavior patterns.						
C. Accepts and profits from constructive criticism.						
D. Is competent in the technique area of the sport.						
E. Shows an understanding of the principles of motor learning.						
F. Makes use of basic activities psychology.						
G. Has basic understanding of athletic injury prevention/rehabilitation and care.						
H. Makes use of appropriate verbal communication with the student.						

COMMENTS FOR THE BENEFIT OF THE INDIVIDUAL UNDER SUPERVISION:

Teacher's/Sponsor's Signature

Date

Supervisor's Signature

Date

* The employee's signature does not necessarily mean agreement with the evaluation but rather an awareness of the content. This evaluation will be placed in your personnel file.

SCHOOL NURSE PERFORMANCE EVALUATION

NAME _____
ASSIGNMENT _____
SCHOOL YEAR _____ DATE(S) _____

Circle the acronym that best represents the nurse's total performance. M.E. - Meets Expectations, N.I. = Needs Improvement, N.O. - Not Observed.

The School Nurse:

I. Theory

- A. Demonstrates knowledge of theory when sharing information with peers, students, family, staff, other professionals, and the community to assist change. M.E. N.I. N.O.
- B. Uses current techniques and information in the performance of nursing practice. M.E. N.I. N.O.

II. Program Management

- A. Consults with school administration to establish, review, and revise procedures for a comprehensive school health program. M.E. N.I. N.O.
- B. Assists in training, supervision, and evaluation of paraprofessionals. M.E. N.I. N.O.
- C. Assumes responsibility for inservice programs for school personnel regarding health-related issues. M.E. N.I. N.O.
- D. Assists in identifying students at risk. M.E. N.I. N.O.
- E. Communicates health needs of students to appropriate school personnel. M.E. N.I. N.O.
- F. Uses a follow-up mechanism for referral of identified students. M.E. N.I. N.O.
- G. Ensures continuity and accountability of the school nursing programs by written reports. M.E. N.I. N.O.

III. Nursing Process

- A. Assumes responsibility for initiation of health records upon a students enrollment. M.E. N.I. N.O.
- B. Records data on cumulative health record. M.E. N.I. N.O.
- C. Identifies the relationship between health status and educational progress. M.E. N.I. N.O.
- D. Develops a nursing care plan for students with significant health problems. M.E. N.I. N.O.
- E. Informs school personnel about any adaptations required for students to meet their individual health needs. M.E. N.I. N.O.
- F. Collaborates with student, family, and school personnel to determine priorities and goals. M.E. N.I. N.O.

IV. Interdisciplinary Collaboration

- A. Participates as an interdisciplinary team member. M.E. N.I. N.O.
- B. Assumes leadership in primary services of health related issues. M.E. N.I. N.O.
- C. Recognizes and utilizes similar skills of other school disciplines to provide continuity of care for students. M.E. N.I. N.O.

V. Health Education

- A. Demonstrates principles of learning and appropriate teaching methods. M.E. N.I. N.O.
- B. Teaches health promotion and disease prevention to individuals and groups. M.E. N.I. N.O.
- C. Acts as a resource person in health education to school personnel, students, and families. M.E. N.I. N.O.

VI. Professional Development

- | | | | | |
|----|---|------|------|------|
| A. | Promotes prevention/wellness strategies with school personnel..... | M.E. | N.I. | N.O. |
| B. | Participates in the evaluation process of the school health program..... | M.E. | N.I. | N.O. |
| C. | Implements recommendations for change resulting from evaluation and review..... | M.E. | N.I. | N.O. |
| D. | Participates in continuing education programs to increase knowledge, update skills, and maintain certification..... | M.E. | N.I. | N.O. |
| E. | Contributes to the professional growth of other by providing appropriate inservices..... | M.E. | N.I. | N.O. |

VII. Community Health Systems

- | | | | | |
|----|---|------|------|------|
| A. | Interprets school health service needs and the role of the school nurse to the school community. | M.E. | N.I. | N.O. |
| B. | Collaborates with agencies within and outside the community to assure continuity of service and care..... | M.E. | N.I. | N.O. |
| C. | Demonstrates knowledge of available community agencies to help meet student needs. | M.E. | N.I. | N.O. |

VIII Research

- | | | | | |
|----|--|------|------|------|
| A. | Critiques current nursing articles and shares appropriate information with school staff and students. | M.E. | N.I. | N.O. |
| B. | Obtains expert consultation when needed. | M.E. | N.I. | N.O. |

SUMMARY: _____

Your overall performance for this evaluation is rated:

M.E. N.I. N.O.

Nurse's Signature

Date

Supervisor's Signature

Date

* The employee's signature does not necessarily mean agreement with the evaluation but rather an awareness of the content. This evaluation will be placed in your personnel file.

ARTICLE 19

VOLUNTARY TRANSFERS

A. Definitions

The movement of an employee to a vacant position in another attendance center, another curriculum area, or another grade level shall be considered a transfer within the Western Dubuque School District.

B. Notification of Vacancies

1. Date

The Superintendent shall post in all Western Dubuque school attendance centers a list of the vacancies which occur during the school year upon knowledge of vacancies. Vacancies occurring during the summer will be made known in writing to the President of the Association upon knowledge of said vacancies.

2. Filling of Vacancies

No vacancy shall be filled for at least 10 days after the posting of the vacancy and notification to the President of the Association for vacancies occurring prior to July 15. Vacancies occurring during the summer will be posted in the administration office in Farley. The 10-day waiting period will be waived from July 15 to the start of the school year.

3. Reasons

In the event that the transfer request is denied, the employee shall be given a written explanation of the reasons thereof from the Superintendent or his designee.

4. Return Rights

Any employee who transferred within the Western Dubuque district and who later returns to his former status shall be entitled to retain his seniority rights as may have accrued prior to the initial voluntary transfer.

5. Nothing contained herein shall preclude the employer from hiring a new employee for a vacant or new position.

ARTICLE 20

INVOLUNTARY TRANSFERS

A. Definition

The movement of an employee to a vacant position in another attendance center, another curriculum area, or another grade level shall be considered an involuntary transfer within the Western Dubuque School District if requested by the employer.

B. Notice

Notice of an involuntary transfer to reassignment shall be given in writing as soon as possible, but not later than June 1 for the following school year except in cases of emergency.

C. Procedure

When an involuntary transfer of an employee involves the movement of an employee to another attendance center the employee with the least District seniority in the curriculum area in the attendance center from which the transfer is to be made shall be transferred first. Seniority shall not apply to transfers within an attendance center. If the least senior employee is not properly certified or endorsed for the vacancy, the next least senior employee will be selected. This process to be followed until the vacancy is filled.

D. Meeting

An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the Superintendent or his designee, at which time the employee shall be given written reason(s) therefore.

E. Return Rights

For purposes of seniority, total accumulation due to an involuntary transfer shall be the total of the prior experience in a previous position plus any accumulated seniority in a new position. This provision shall apply to any and all provisions in the entire contract dealing with seniority rights.

F. Attendance Centers

The attendance centers referred to above shall be the following:

1. Cascade Elementary
2. Bernard Elementary
3. Epworth Elementary
4. Drexler Elementary/Drexler Middle School
5. Dyersville Elementary
6. Cascade Jr./Sr. High School
7. Epworth High School
8. Peosta Elementary
9. The public and parochial schools housing E.C.I.A. teachers shall be considered one attendance center as a group.

All portable buildings located at the above attendance centers shall be included as part of the center.

ARTICLE 21

NON-CONTRACTUAL SENIORITY

Special Assignments

When two or more teachers desire the same non-contractual position, and skill, ability, qualifications, and subject matter competence are equal, in the sole and exclusive judgment of the Administration, seniority will prevail in making of the assignment.